



## Part 2: Coding and Key punch Instructions

# CODING INSTRUCTIONS ETC.

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WAR RELOCATION AUTHORITY  
WHITCOMB HOTEL  
SAN FRANCISCO  
TULE LAKE REGIONAL STATISTICAL OFFICE

Before the census sheets are coded, they will be assigned to the members of the family. October 22, 1942 is the date when the census sheets will be stopped at the local office. Instructions for the INSTRUCTIONS TO CODERS are attached.

### FORM WRA 26

Each coder will initial in red pencil the schedules he codes in the place so indicated on the schedule.

Coding of the Individual Record (Form WRA 26) is an extremely important task. Our objective is to have the work done as accurately as possible. Great care has been taken to obtain complete and accurate information on the Individual Record forms which you will be coding. Hence the responsibility upon those who code is great, since inaccuracy in coding will make ineffective all the care taken in obtaining accurate information for the Individual Record. The Individual Record (Form WRA 26) will be referred to as a "Schedule" hereafter.

Before you record any specific codes, it is a wise procedure to scan both sides of the schedule and to note particularly the data which appear in Item 31 since the additional information added here may influence answers given in other items. It should be so indicated in the "Office Use" column.

Although the forms are for individual persons, if the individual is a part of a family, the family should be considered as a unit to check the consistency of such items as spelling of names, previous address, religion, and family number and letter. In addition, each schedule should be checked for internal consistency. Procedure for these checks is contained in "Instructions for Consistency Checks."

You will use a red pencil in writing the codes. If you want to change a code, erase what you have written and put in the correct code. Never cross out a code and then correct it above or below, because every mark which appears in red pencil on the schedule has meaning for the punch card operator. Hence only correct codes should appear in red, and no other marks of any kind should be made on the schedule in red pencil.

All codes are to be entered in the box marked "Office Use" alongside of the item coded, unless otherwise indicated. Under no circumstances will the coders change the information found on the schedules. However, each coder is urged to bring to the attention of the supervisor any inconsistencies in answers on schedules for members of one family, and any obvious typographical errors which would influence the coding. The supervisor will make the necessary corrections in ink and initial them. Care should be taken in coding I (do not confuse with 1), in coding 0 and O (zero & letter O), C and Q, and U and V. Be sure that these letters are distinct. The small letter o is always used for zero on the code sheet, and

the large letter O is used for the letter.

Before the schedules are sent to the coders, they will be assigned new file numbers which will be written in red pencil in the upper left hand corner above the name. Each schedule will also be stamped in the lower left corner with lines for the coder's and verifier's initials.

Each coder will initial in lead pencil the schedules he codes in the place so indicated on the schedule.

INSTRUCTIONS FOR INDIVIDUAL ITEMS

All items except Items 1, 1a, 6, 12, 12a, 15, 19, 20a, 26, 28, and 29 will be coded and should always have a code unless otherwise indicated. If you can't find the correct code for an item, refer it to the supervisor.

Item 1. Name  
Name is not to be coded. However, coders should check spelling of names and the possibility that first and last names may be reversed. If a person is known by two distinctly different names, it will be necessary to punch two cards for him in order to have both names in our alphabetical file. If this is the case, it should be so indicated in the "Office Use" column. Hence each coder should check the "other names" appearing in Item 1a and use the following rules: (1) If a different last name appears in Item 1a and it is not the maiden name of a married woman or the yoshi name of a married man, refer the schedule to the supervisor who will decide whether two cards should be punched; and (2) If an English first name appears in Item 1 and a Japanese first name appears in Item 1a, or vice versa (neither being a nickname), refer to the supervisor who will add the second name to Item 1.

Item 2. Relocation Project  
The name only is to be coded. If no name is entered, refer the schedule to your supervisor.  
For example: Manzanar is 1, Tule Lake is 4, etc.

Item 3. Assembly Center  
The name only is to be coded. If no assembly center is listed, we shall assume that the person went directly to the Relocation Project given or was born in the Relocation Project; and hence the code is 0 in this case: Manzanar was an Assembly Center prior to June 1, 1942. If Manzanar is listed in Item 3 with an entry date later than June 1, 1942, the code should be 0 (i.e. that person was never in an Assembly Center), Colorado River, Tule Lake, and the other Relocation Projects were never Assembly Centers officially. Hence, such entries in Item 3 are to be treated as "none" and coded accordingly.

Item 4.

Previous Address

The code used will always be a 5 digit code which includes the two digit state code, the two digit county code, and the one digit size of city code. Permanent address is the address to be coded if two are given. For Example: Persons whose permanent address was Chico, California, will receive the code 13-31-2. The code 13 is for the state of California, the 31 is for Butte County, and the 2 is for size of the city.

The five digits are to be written in this manner: 13 31 2

The code for children born in Assembly Centers or Relocation Projects will be 5 dashes (non) written in the manner indicated above since they had no previous address.

There are certain sections of Los Angeles City which may be entered on the schedule as separate cities but which should be coded as if the entry read "Los Angeles City." The following sections are part of Los Angeles City:

- Aglo Rock
- Palms
- Highland Park
- Pico Heights
- Hollywood
- University Park
- Los Feliz
- West Los Angeles

For other sections of Los Angeles City, check with the Postal Guide, or Rand McNally Map, which gives a list of all post office branches and stations in the city.

Whenever the name of a city appears which is not on the appended code, refer it to the supervisor who can check with the Rand McNally maps and give you a correct code.

Persons who have come in to the Relocation Projects or Assembly Centers from internment camps should be referred to supervisor for previous address code.

Item 5.

Birthplace of Parents

Birthplace of both father and mother will be included in a one digit code as indicated in the table on the Code sheet.

Item 5a.

Father's Occupation in U.S. and Abroad

Item 5a does not appear on the unrevised Form WRA 26, and hence the code for this item on unrevised forms will be 77 for both father's occupation in U.S. and abroad. Three codes will always be entered in Office Use column for item 5 on the unrevised forms. In the case where the entire family is reported on the unrevised form, the occupations of the fathers of the head and his wife may not be available, but the head's occupation in U.S. can be coded for his children from the primary occupational code in Item 27 on the head's individual record. In such a case, the

code for the father's occupation in Japan will be  $\pi$  (not  $\pi$ ).

The code used will always be a one digit code. You will determine the correct code for each occupation by looking up the United States Employment Service Code for that occupation on the mimeographed code list entitled "Major Occupational Groups and Sub-divisions." When the correct code on the U.S. E.S. list is found, look up the corresponding code on Code Sheet under "Father's Occupation in U.S." and record the code number which you find on that list in the Office Use Column.

For example: Father's occupation in U.S. is gardener and in Japan is farmer. The U.S.E.S. code for gardener is 3-40, which corresponds to code #5 on the Code Sheet. Similarly the U.S.E.S. code for farmer is 3-06, which corresponds to our code of 5. Hence the two numbers 6 and 5, are entered one underneath the other in the Office Use Column.

Item 6.

(Is not to be coded)

Item 7.

Education:

Only education in Japan will be coded here. The first code is a one digit code indicating the total number of years of schooling in Japan, which will have to be computed from the years given under "from" and "to." The second code, to be entered directly under the first, is also a one digit code indicating which years of the person's schooling was obtained in Japan.

For example: If a person has a total of 10 years of schooling in Japan including 8 years of elementary school and 2 years of College (i.e. - his High School training was not in Japan) then the two codes used would be A and 5.

The second part of the code for this item refers to which years of his total schooling was spent in Japan, and it should be remembered that 1-8 years does not refer to elementary always, nor does 9-12 years refer to High School always. For example: if a person first went 2 years to a grammar school in the U.S., then went to Japan and went the full 8 years to grammar school and had no more schooling, he would receive a code of 8 and 4, since his eight years of schooling in Japan included the third through the tenth years of his total schooling.

If a fraction of a year occur, raise all fractions over  $\frac{1}{2}$  and do not raise fractions less than  $\frac{1}{2}$ . When the fraction  $\frac{1}{2}$  occurs, raise all odd numbers and do not raise even numbers.

Entries in Item 3 should be checked before coding Item 7 as there may be supplementary data there which will affect this code. Entries in Item 8 should also be checked, since any person educated in Japan for a given period of time should also reside in Japan at that time.

Item 7a. Educational Degree

The code used is a one digit code which is determined by the kind of degree which the person received and his major subject. For example: A person who majored in chemistry and has a Bachelors degree (B.S. or A.B.) will be coded 7; if he has a master's degree, he will be coded 9; and if he has a Ph.D. in chemistry, he will be coded (17) (two numbers in parenthesis indicate double punching.)

Do not code a degree of A.A. (Associate of Arts) as it is awarded after the completion of only 2 years of general college studies. If you find a degree which has no code, please refer it to the Supervisor.

Item 8. Residence Outside of the United States

This item contains four separate parts which have to be coded, namely:

1. Year of first arrival in territorial U.S. for foreign born only
2. Total length of time in Japan
3. Number of times in Japan
4. Age at time in Japan

The code for this item is a 5 digit code - 2 digit for the first part and one digit for each of the other 3 parts. The code for each of the four parts will be listed one under the other.

Items 20, 20a, and 21 should be checked for internal consistency before coding Item 8. For example; if birthplace (Item 21) is Japan, the residence outside U.S. must include one period from birthdate (Item 20) to year of first arrival in U.S.

To code year of first arrival in U.S.; simply record the last two digits of the year (i.e. code for 1900 is 00, for 1914 is 14, etc.) Those persons born in the U.S. will receive a code of 00 or -- according to whether or not they have ever been in Japan. Notice Item 21, birthplace, must be checked before coding this item.

Total length of time in Japan must be calculated from the years of residence in Japan listed in Item 8.

Item 23 is coded along with the third part of Item 8. That is, the number of times a person has been in Japan is combined with whether or not the person was attending school just prior to the evacuation. Since each visit or residence in Japan is listed separately under Item 8, the number of times in Japan is obtained merely by counting the number of times Japan is listed in this item.